

BYLAWS  
OF THE  
POLY BAND  
BOOSTERS CORPORATION

Last revised  
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## TABLE OF CONTENTS

	PAGE
ARTICLE I. OFFICES	4
Section 1.01. Principal Office	4
Section 1.02. Change of Address	4
ARTICLE II. MEMBERS	4
Section 2.01. Classification .of Members	4
Section 2.02. Eligibility for Membership	4
Section 2.03. Qualification of Members	4
Section 2.04. Admission to Membership	4
Section 2.05. Application Fee	4
Section 2.06. Dues	5
Section 2.07. Assessments	5
Section 2.08. Number of Members	5
Section 2.09. Transferability of Membership	5
Section 2.10. Membership Book	5
Section 2.11. Inspection Rights of Members	5
(a) Demand	5
(b) Members Permitted to Exercise Rights of Inspection	6
Section 2.12. Non-liability of Members	6
Section 2.13. Termination of Membership	6
(a) Effect of Termination	6
(b) Causes	6
ARTICLE III. MEETINGS OF MEMBERS	6
Section 3.01. Place	6
Section 3.02. Regular Meetings	6
Section 3.03. Special Meetings	6
Section 3.04. Notice of Special Meetings	7
Section 3.05. Contents of Notice	7
Section 3.06. Waivers, Consents, and Approvals	7
Section 3.07. Quorum	7
Section 3.08. Loss of Quorum	7
Section 3.09. Adjournment for Lack of Quorum	8
Section 3.10. Voting of Membership	8
(a) Entitlement	8
(b) Record Date of Membership	8
Section 3.11. Conduct of Meetings	8
(a) Chairman	8
(b) Secretary of Meetings	8
(c) Rules of Order	8

ARTICLE IV. DIRECTORS	9
Section 4.01. Number	9
Section 4.02. Qualifications	9
Section 4.03. Terms of Office	9
Section 4.04. Nomination	9
Section 4.05. Election	9
Section 4.06. Compensation	9
Section 4.07. Meetings	9
(a) Call of Meetings	9
(b) Place and Time of Meetings	10
(c) Quorum	10
(d) Transactions of Board	10
(e) Conduct of Meetings	10
(f) Adjournment	10
Section 4.08. Action without Meeting	10
Section 4.09. Removal of Directors for Cause	11
Section 4.10. Resignation of Directors	11
Section 4.11. Vacancies in the Board	11
(a) Causes	11
(b) Filling Vacancies by Directors	11
(c) Filling Vacancies by Members	11
ARTICLES V. OFFICERS	12
Section 5.01. Qualification and Titles	12
Section 5.02. Resignation	12
Section 5.03. Duties of Officers	12
Section 5.04. Committees	12
ARTICLES VI. CORPORATE RECORDS, REPORTS, AND SEAL	12
Section 6.01. Keeping Records	12
Section 6.02. Annual Report	13
Section 6.03. Annual Statement of Certain Transactions and Indemnifications	13
Section 6.04. Corporate Seal	13
Section 6.05. Amendments	13
CERTIFICATE OF SECRETARY	14
PROPOSED BYLAW AMENDMENTS, POLY BAND BOOSTERS, 9/11/91	15
AMENDMENTS TO POLY BAND/GUARD, BOOSTER BYLAWS, UPDATED 5/12/00	16

## **ARTICLE I. OFFICES**

### **Principal Office**

Section 1.01. The principal office of the Corporation for its transaction of business is located in the City of Riverside, County of Riverside, California.

### **Change of Address**

Section 1.02. The Board of Directors is hereby granted full power and authority to change the principal office of the corporation from one location to another in the County of Riverside, California. Any such change shall be noted by the Secretary in these Bylaws but shall not be considered an amendment of these Bylaws.

## **ARTICLE II. MEMBERS**

### **Classification of Members**

Section 2.01. The Corporation shall have one class of members only, and each member shall have equal voting and other rights. No person shall hold more than one membership in the Corporation.

### **Eligibility for Membership**

Section 2.02. Any natural person is eligible to be a member

### **Qualification of Members**

Section 2.03. Any person is qualified for membership only after such person has satisfied the following qualifications: the person must be interested in furthering the musical education of the Poly High School Students; must be willing to uphold the policies of the corporation; and subscribe to these Bylaws.

### **Admission to Membership**

Section 2.04. Any person who is a parent or guardian of a band member in the Poly High School Band is automatically a member. Any natural person applying for membership who is not parent or guardian of a child or ward who is currently a member of the Poly High School Band shall be qualified for membership only on the approval of the Board of Directors of an application submitted by such person in such form and in such manner as shall be prescribed by the Board of Directors.

### **Application Fee**

Section 2.05. There shall be no fee for making application for membership in the Corporation.

## **Dues**

Section 2.06. Dues shall be paid only by those members who do not have a child or ward enrolled in the Poly High School Band in the two preceding semesters or in the current semester.

## **Assessments**

Section 2.07. Memberships shall be nonassessable.

## **Number of Members**

Section 2.08. There shall be no limit on the number of members the Corporation may admit.

## **Transferability of Membership**

Section 2.09. Neither the membership in the Corporation nor any rights in the membership may be transferred or assigned for value or otherwise.

## **Membership Book**

Section 2.10. The Corporation shall keep in written form a roster containing the name and addresses of each member. The book shall also contain the fact of termination and the date on which such membership ceased. Such book shall be kept at the principal office of the Corporation and shall be subject to the rights of inspection required by law and as set forth in Section 2.11. of these Bylaws.

## **Inspection Rights of Members**

### ***Demand***

Section 2.11. (a) Subject to the Corporation's right to set aside a demand for inspection pursuant to Section 6331 of the Corporations Code and the power of the court to limit inspection rights pursuant to Section 6332 of the Corporation Code, and unless the Corporation provides a reasonable alternative, a member satisfying the qualifications set forth hereinafter may do either or both of the following:

(1) Inspect and copy the record of all the members' names, addresses, and voting rights, at reasonable times, with five (5) business days notice prior to written demand on the Corporation which demand shall state the purpose for which the inspection rights are requested; or

(2) Obtain from the Secretary of the Corporation, on written demand and tender of a reasonable charge, a list of the names, addresses, and voting rights of those members entitled to vote for the election of Directors, as of the most recent record date for which it has been compiled or as of the date of demand.

The demand shall state the purpose for which the list is requested. The membership list shall be available on or before the latter of ten (10) business days after the demand is received or after the date specified therein as the date as of which the list is to be compiled.

## **Members Permitted to Exercise Rights of Inspection**

(b) The rights of inspection set forth in Section 2.11 (a) of these Bylaws may be exercised by any member, for a purpose reasonably related to such person's interest as a member.

## **Non-liability of Members**

Section 2.12. A member of the Corporation shall not solely, because of such membership, be personally liable for the debts, obligations, or liabilities of the Corporation.

## **Termination of Membership**

### ***Causes***

Section 2.13. (a) The membership and all rights of membership shall automatically terminate on the occurrence of any of the following causes:

- (1) The voluntary resignation of a member;
- (2) The death of a member;
- (3) The failure to pay dues, if required, within 60 days of demand for payment.

### ***Effect of Termination***

(b) All rights of a member in the Corporation and in its property shall cease on the termination of such member's membership. Termination shall not relieve the member from any obligation for charges incurred, services or benefits actually rendered, dues, or fees, or arising from contract or otherwise. The Corporation shall retain the right to enforce any such obligation or obtain damages for its breach.

## **ARTICLE III. MEETINGS OF MEMBERS**

### **Place**

Section 3.01. Meetings of members shall be held at the Poly High School band room or any other place designated by the Board.

### **Regular Meetings**

Section 3.02. The members shall meet at least three times per year, with one meeting in September and the others called at the discretion of the board, for the purpose of transacting such proper business as may come before the meeting, including the election of Directors for such terms as are fixed in section 4.03 of these Bylaws. The Directors shall be elected at a membership meeting not later than the end of May. If the election of Directors shall not occur at any such meeting of the members, the Board shall or five (5) percent of the members may cause the election of Directors to be held at a special meeting of members called and held as soon as it is reasonably possible after the adjournment of the regular meeting of the members.

## **Special Meetings**

Section 3.03. Special meetings of members shall be called by the Board of Directors or the President of the corporation and held at such place as is fixed in Section 3.01 of these Bylaws for regular meetings of members.

## **Notice of Special Meetings**

Section 3.04. Written notice of every special meeting of members shall be either personally delivered or mailed by first-class (or registered or certified) United States mail, postage prepaid, ten (10) days before the date of the meeting to each member who on the record date for notice of the meeting is entitled to vote thereat.

In the event given by mail or other means or written communication, the notice shall be addressed to the member at the address of such member appearing on the books of the Corporation or at the address given by the member to the Corporation for the purpose of notice. Where no such address appears or is given, notice shall be given at the Principal office of the Corporation. The Secretary of the Corporation, or any transfer agent specially designated by the Secretary for the purpose herein mentioned, shall execute an affidavit of the giving of the notice of the meeting of members.

## **Contents of Notice**

Section 3.05. The notice shall state the place, date and time of the meeting. The notice of any meeting at which Directors are to be elected shall include the names of all those who are nominees at the time the notice is given to the members.

## **Waivers, Consents, and Approvals**

Section 3.06. The transactions of any meeting of members, however called and noticed, and wherever held, shall be as valid as though had at a meeting duly held after regular call and notice, if a quorum is present in person, and if, either before or after the meeting, each of the persons entitled to vote but not present in person signs a written waiver of notice, a consent to the holding of the meeting, or an approval of the minutes of the meeting. All such waivers, consents, and approvals shall be filed with the corporate records.

## **Quorum**

Section 3.07. A quorum at any meeting of members shall consist of ten (10) persons.

## **Loss of Quorum**

Section 3.08. The members present at a duly called or held meeting at which a quorum is present may continue to transact business until adjournment notwithstanding the withdrawal of enough members to leave less than a quorum, if such action taken, other than adjournment, is approved by at least a majority of members required to constitute a quorum.

## **Adjournment for Lack of Quorum**

Section 3.09. In the absence of a quorum, any meeting of members may be adjourned from time to time by the vote of a majority of the votes represented with in person or by proxy, but no other business may be transacted except as provided in Section 3.08 of these Bylaws.

## **Voting of Membership**

### ***Entitlement***

Section 3.10. (a) Each member is entitled to one vote on each matter submitted to a vote of the members.

### ***Record Date of Membership***

(b) The Board of Directors shall fix, in advance, a date as the record date for the purposes of determining the members entitled to notice of and to vote at any meeting of members. The record date shall not be less than ten (10) days or more than (90) days before the date of the meeting.

## **Conduct of Meetings**

### ***Chairman***

Section 3.11. (a) The President of the Corporation or, in his or her absence, the following officers in the following order of succession shall be chairman and shall preside over the meeting:

First Vice-President  
Second Vice-President  
Third Vice-President  
Treasurer

### ***Secretary of Meetings***

(b) The Secretary of the Corporation shall act as the secretary of all meetings of members. In his or her absence, the Chairman of the meetings of members shall appoint another person to act as secretary of the meetings.

### ***Rules of Order***

(c) The Robert's Rules of Order, as may be amended from time to time, shall govern the meetings of members insofar as such rules are not inconsistent with or in conflict with these Bylaws or the Articles of Incorporation of this Corporation.

## **ARTICLE IV. DIRECTORS**

### **Number**

Section 4.01. The Corporation shall have from six (6) to thirteen (13) Directors. The Directors shall be known as the Board of Directors.

### **Qualifications**

Section 4.02. The Directors of the Corporation shall be the Band Director of the Poly High School Band and parents or guardians of children who are current members of the Band. With the exception of the initial Directors, the Directors shall also be members of the Corporation.

### **Terms of Office**

Section 4.03. Each Director shall hold office for one (1) year from July 1, to June 30, and until such Director's successor is elected and qualified under Section 4.02 of these Bylaws. In the event a Director is removed at a special meeting of the members called and held as prescribed by Section 3.03 of these Bylaws, such Director shall hold office until his or her removal.

### **Nomination**

Section 4.04. Any person qualified to be a Director under Section 4.02 of these Bylaws may be nominated by the method of nomination authorized by the Board or by any other method authorized by law. The date for the close of nomination shall be in May. A nomination for the Board may not be made after the date set for close of nominations. Board of Directors shall appoint a nominating committee chairman from the membership who shall organize a nominating committee for the purpose of nominating potential candidates for the position of director.

### **Election**

Section 4.05. The Directors shall be elected at a membership meeting not later than the end of May. The candidates receiving the highest number of votes are elected. Directors shall be eligible for re-election without limitation on the number of terms they may serve, provided they continue to meet the qualifications required by Section 4.02 of these Bylaws.

### **Compensation**

Section 4.06. The Directors shall serve without compensation.

### **Meetings**

#### ***Call of Meetings***

Section 4.07. (a) Meetings of the Board may be called by the President or any three (3) Directors.

## **Place and Time of Meetings**

(b) The Board shall meet monthly at a time and place specified in the notice of meeting. Meetings may be called by the President or any three (3) Directors. Notice of meetings must be communicated to all Board Members at least four (4) days prior to the meeting, by first-class mail, in person, or by telephone. Notice of the meeting need not be given to any Director who:

- (1) signs a waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting or;
- (2) attends the meeting without protesting, prior thereto or at its commencement. All such waivers, consents, and approval shall be filed with corporate records or made a part of the minutes of the meeting.

## ***Quorum***

(c) Two-thirds of the number of Directors then in office constitutes a quorum of the Board for the transaction of business, except as hereinafter provided.

## ***Transaction of Board***

(d) Except as otherwise provided in the Articles, in these Bylaws, or by law, every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present is the act of the Board. Any meeting at which a quorum was initially present may continue to transact business notwithstanding the withdrawal of Directors, provided any action taken is approved by at least a majority of the quorum.

## ***Conduct of Meetings***

(e) Any Director selected by the Directors present shall preside at meetings of the Board of Directors. The Secretary of the Corporation, or in the Secretary's absence, any person appointed by the presiding officer shall act as Secretary of the Board. Members of the Board may participate in a meeting through use of conference telephone or similar communications equipment, so long as all members participating in such meeting can hear one another. Such participation shall constitute personal presence at the meeting.

## ***Adjournment***

(f) A majority of the Directors present, whether or not a quorum is present may adjourn any meeting to another time and place. If the meeting is adjourned for more than twenty-four (24) hours, notice of the adjournment to another time or place must be given to the Directors who were not present at the time of the adjournment; such notice must be given to such Directors prior to reconvening the adjourned meeting.

## **Action Without Meeting**

Section 4.08. Any action required or permitted to be taken by the Board may be taken without a meeting, if all members of the Board individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board. Such action by written consent shall have the same force and effect as the unanimous vote of such Directors.

## **Removal of Directors for Cause**

Section 4.09. (a) The Board may declare vacant the office of a Director on the occurrence of any of the following events:

- (1) The Director has been declared of unsound mind by a final order of the courts;
- (2) The Director has been convicted of a felony; or
- (3) The Director has been found by a final order or judgment of any court to have breached duties imposed by the Corporations Code on Directors who perform functions with respect to assets held in educational trust.
- (4) The Director has been absent from three meetings during a term of office.

## **Resignation of Directors**

Section 4.10. Any Director may resign effective on giving written notice to the Chairman of the Board of Directors, the President, the Secretary, or the Board of Directors of the Corporation, unless the notice specifies a later time for the effectiveness of such resignation. If the resignation is effective at a future time, a successor may be elected to take office when the resignation becomes effective.

## **Vacancies in the Board**

### ***Causes***

Section 4.11. (a) Vacancies on the Board of Directors shall exist on the death, resignation, or removal of any Director; whenever the number of Directors authorized is increased; and on the failure of the members in any election to elect the full number of Directors authorized.

### ***Filling Vacancies by Directors***

(b) Except as otherwise provided in the Articles of these Bylaws and except for a vacancy created by the removal of a Director pursuant to Section 4.09 of these Bylaws, vacancies on the Board of Directors may be filled by a majority of the Directors then in office, whether or not less than a quorum, or by a sole remaining Director.

### ***Filling Vacancies by Members***

(c) Vacancies created by removal of Directors shall be filled only by the approval of the members within the meaning of Section 5034 of the Corporations Code. Section 5034 provides in relevant part as follows: "Approval by (or approval of) the members" means approved or ratified by the affirmative vote of a majority of the votes represented and voting at a duly held meeting at which a quorum is present (which affirmative votes also constitute a majority of the required quorum). The members may elect a Director at any time to fill any vacancy not filled by the Directors.

## **ARTICLE V. OFFICERS**

### **Qualification and Titles**

Section 5.01. All officers of the Corporation must also be Directors of the Corporation. The officers of the Corporation shall be the President, First Vice-President, Second Vice President, Third Vice-President, Secretary, Treasurer, the Band Director of Poly High School, and such other officers with such titles and duties, as shall be stated in these Bylaws, determined by the Board and as may be necessary to enable it to sign instruments. Officers shall serve for one year, from July 1, to June 30. Any vacancies shall be filled by the Board. Any office with the exception of Band Director may be co-held by two (2) persons. In such cases, each person co-holding an office shall have full rights of Directorship, including a full vote at all board meetings.

### **Resignation**

Section 5.02. Any officer may resign at any time on written notice to the Corporation without prejudice to the rights, if any, of the Corporation under any contract to which the officer is a party.

### **Duties of Officers**

Section 5.03. The President shall preside at all meetings and exercise general supervision over the activities of the association, be ex officio member of all committees, and perform such other duties as pertain to his/her office. The First Vice President shall act as an aid to the President and shall preside at meetings in the absence of the President. He/she acts as membership chairperson and is responsible for general publicity and to publish and send the newsletter once a month. The Second Vice President shall conduct meetings in the absence of the First Vice President and the President. He/she acts as chairperson of the ways and means committee. The Third Vice-President shall conduct meetings in the absence of the President, First Vice-President, 2nd Second Vice-President. He/she shall be in charge of hospitality and chaperones. The Secretary shall keep an accurate record of all meetings of the members and the Board of Directors. He/she shall have charge of all records pertaining to his/her office and correspondence for the Corporation. The Treasurer shall be responsible for all financial reporting and record keeping. All corporate checks shall be signed by the President and either the Treasurer or the First Vice-President.

### **Committees**

Section 5.04. The President shall appoint the chairpersons of all Committees.

## **ARTICLE VI. CORPORATE RECORDS, REPORTS AND SEAL**

### **Keeping Records**

Section 6.01. The Corporation shall keep adequate and correct records of account and minutes of the proceedings of its members, Board, and committees of the Board. The corporation shall also keep a record of its members giving their names and addresses. The minutes shall be kept in written form. Other books and records shall be kept in either written form or in any other form capable of being converted into written form.

## **Annual Report**

Section 6.02. The Corporation shall notify each member yearly of the member's right to receive a financial report pursuant to Corporations Code Section 8321. Except where the Corporation does not have more than one hundred (100) members or more than ten thousand dollars (\$10,000) in assets at any time during the fiscal year, on the written request of a member the Board shall promptly cause the most recent annual report to be prepared not later than one hundred and twenty (120) days after the close of the Corporation's fiscal year. The annual report shall contain in appropriate detail the following:

- (1) A balance sheet as of the end of such fiscal year and an income statement and statement of changes in financial position for such fiscal year;
- (2) A statement of the place where the names and addresses of the current members are located,
- (3) Any information concerning certain transactions and Indemnifications required by Corporations Code Section 8322 and;
- (4) An upcoming annual budget.

The annual report shall be accompanied by any report thereon of independent accountants or, if there is not such a report, the certificate of any authorized officer of the Corporation that such statements were prepared without audit from the books and records of the Corporation. The annual report shall be submitted at the September meeting.

## **Annual Statement of Certain Transactions and Indemnifications**

Section 6.03. The Corporation shall furnish annually to its members a statement of any transaction or indemnification described in Corporations Code Section 8322(d) and (e), if such transaction or indemnification took place. Such annual statement shall be affixed to and sent with the annual report described in Section 6.02 of the Bylaws.

## **Corporate Seal**

Section 6.04. The Board of Directors shall adopt a corporate seal which shall be in the form affixed to the margin hereof. The Secretary of the Corporation shall have the custody of the seal and affix it in all appropriate cases to all corporate documents. Failure to affix the seal shall not, however, affect the validity of any instrument.

## **Amendments**

Section 6.05. (a) Except for any amendment which would remove the Poly High School Band Director from the Board, these Bylaws may be amended by:

- (1) The Board, by a simple majority vote at any duly called meeting, except that any amendment which would change the authorized number of Directors or would materially affect the voting power of the members may only be adopted by the membership;
- (2) The members.

(b) Any amendment which would remove the Poly High School Band Director from the Board, may be adopted only as specified in Article VI, Section (a), of the Articles on Incorporation.

**CERTIFICATE OF SECRETARY  
OF  
POLY BAND BOOSTERS CLUB**

a California Nonprofit Corporation

I hereby certify that I am the duly elected and acting Secretary of said Corporation and the forgoing Bylaws, comprising 11 pages, constitute the Bylaws of said Corporation as duly adopted at a meeting of the Board of Directors thereof held on September 19, 1991.

8/25/92 \_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

## PROPOSED BYLAW AMENDMENTS, POLY BAND BOOSTERS, 9/11/91

1. Amend Section 4.07 (a) by deleting the words "the Chairman of the Board or."
2. Delete Sections 4.07 (b) through (d) and add a new Section 4.07 (b), as follows:

The Board shall meet monthly at a time and place specified in the notice of meeting. Meetings may be called by the President or any three (3) directors. Notice of meetings must be communicated to all Board members at least four (4) days prior to the meeting, by first class mail, in person, or by telephone. Notice of the meeting need not be given to any director who (1) signs a waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting or who (2) attends the meeting without protesting, prior thereto to at its commencement. All such waivers, consents, and approval shall be filed with corporate records or made a part of the minutes of the meeting.

3. Redesignate Sections 4.07 (e) through (h) as (c) through (f).
4. Amend Section 4.07 (c) (formerly (f)), to read as follows:

Two-thirds of the number of directors then in office constitutes a quorum of the Board for the transaction of business, except as hereinafter provided.

5. Add Section 4.09 (a) (4), as follows:

The Director has been absent from three meetings during a term of office.

6. Amend Section 5.03 by deleting from the third sentence the words "send the monthly newsletter the last week of each month", and replacing them with:

Publish and send the newsletter each month.

7. Amend Section 5.03 by adding, prior to the sixth sentence:

The third vice president shall conduct meetings in the absence of the President, first vice president and second vice president. He/she shall be in charge of hospitality and chaperones.

8. Add the following Section 6.05, Amendments:

(a) Except for any amendment which would remove the Poly High School Band Director from the Board, these bylaws may be amended by:

- (1) The Board, by a simple majority vote at any duly called meeting, except that any amendment which would change the authorized number of directors or would materially affect the voting power of the members may only be adopted by the membership; or by
- (2) The members.

(b) Any amendment which would remove the Poly High School Band Director from the Board may be adopted only as specified in Article VI, Section a) of the Articles of Incorporation.

## AMENDMENTS TO POLY BAND/GUARD BOOSTER BYLAWS UPDATED 5/12/00

1. All references to Poly Band should be changed to Poly Band/Color Guard
2. Compliance with positions as listed in bylaws:
  - 1st V.P. -Membership (Newsletter/Publicity)
  - 2nd V.P.-Ways & Means (Fundraising)
  - 3rd V.P. -Hospitality/Chaperone/UniformsEach vice president position may 'be shared by two people
3. Recommended changes to board:
  - a) President's position -recommend to be co-president position with a representative each from band and guard parents.  
Reason: There was some difficulty in previous years with one group or the other feeling they were not equally represented on the board.
  - b) Presidents' duties (in addition to those stated in bylaws)
    - i) To oversee, but not be responsible for V.P. or committee chair duties
    - ii) To review monthly financial statement with band director and treasurer
    - iii) To handle trophies at the end of the year
  - c) 1st Vice-President duties
    - i) To maintain student and parent roster and coordinate publicity and newsletter
  - d) 2nd Vice-President duties
    - i) To coordinate fundraising for general and student accounts
  - e) 3rd Vice-President duties
    - i) To coordinate chaperones, hospitality, uniforms, telephone and pit crew as needed
4. Recommended additions to board
  - a) 1st V.P. (Public Relations/Membership)
    - i) Create two new positions: Newsletter Editor and Publicity Chairperson
      - (a) *These are not executive board positions, but committee chair positions*
    - ii) Newsletter Editor responsibilities include publication of monthly newsletter
      - (a) Collection of articles from members and students
      - (b) Formatting newsletter
      - (c) Establishing address list and number of copies needed
      - (d) Copying newsletter in Poly office
      - (e) Printing labels
      - (f) Preparing newsletter for mailing according to RUSD mailing guidelines
      - (g) Assistant editor may be needed for mailing in bulk and/or training as future newsletter editor
    - iii) Publicity Chairperson
      - (a) Coordinate publicity needs with Band Director, i.e. concert flyers, band/guard events, etc.
      - (b) Contact local newspaper with announcements of upcoming events or awards received
      - (c) Contact Poly office with appropriate events to be announced during school announcements
      - (d) Post concert notices at school with help from Band Council
    - iv) Create one additional new position: Telephone Chairperson
      - (a) This is not an executive board position, but a committee chair position
    - v) Telephone Chairperson heads the Phone Committee

- (a) Recruits people to form telephone committee, each person responsible for about 10 phone calls
  - (b) Relays information from band director/board about meetings, volunteer needs, concerts, donations, etc. to committee members who in turn relay the information to parents
  - (c) Verifies information has been received, when necessary, i.e. has committee members report back phone results
- b) 2nd V.P. (Ways & Means/fundraising)
- i) Create three new positions: SCRIP Chair; General Account Chair, and Student Account Chair
    - (a) *These are committee chairs, not executive board positions*
  - ii) V.P. will work closely with and insure communication between three chaired positions, treasurer, and band director
    - (a) SCRIP Chair(s): In charge of handling SCRIP orders and delivery
      - (i) Maintain appropriate stock on hand
      - (ii) Maintain current order form and keep available in band room and for newsletter
      - (iii) Report to board on results
      - (iv) Report for newsletter as needed
    - (b) General Account Fundraiser Chair(s):
      - (i) Work with V.P. and Student Account Fundraiser Chair(s) to plan fundraising calendar
      - (ii) Select fundraisers for general account
      - (iii) Plan dates, create a communication format for students and parents, establish method of collection of orders, money and disbursement of goods
      - (iv) Report to board on results of fundraisers
      - (v) Report for newsletter as needed
    - (c) Student Account Fundraiser Chair(s):
      - (i) Work with V.P. and General Account Fundraiser Chair(s) to plan fundraising calendar
      - (ii) Select fundraisers for student accounts
      - (iii) Plan dates, create a communication format for students and parents, establish method of collection of orders and money and disbursement of goods
      - (iv) Report to board on results of fundraisers
      - (v) Report for newsletter as needed
- c) 3rd V.P. (Hospitality)
- i) Create five new positions: Chaperone, Uniform Chair(s), Hospitality, Telephone, and Pit Crew Captain
    - (a) *These are committee chairs, not executive board positions*
      - (i) Chaperone chair(s) are responsible for scheduling adult chaperones for all band/guard activities throughout the school year
        1. First semester activities include football games, field shows
        2. Second semester activities include winter guard, concert band, wind ensemble, jazz band, drum line (winter percussion)
      - (ii) Solicits parent chaperones primarily at the beginning of the year for field show season

- (iii) Coordinates number of adults needed for field shows with band director and field show coordinator
  - 1. Sets up procedures for substitutes, replacements or extra chaperones as needed
- (iv) Holds meeting at beginning of field show season to discuss chaperone responsibilities and explain duties
  - 1. Handbook for chaperones is available/may be modified as needed
- (v) Sets up practice sessions as needed for chaperones who assist with any props and the pit crew
  - 1. Rehearsals are needed to refine timing
- (vi) Supervises chaperones at all field shows, tours, off campus band/guard activities
- (vii) Coordinates number of chaperones needed for other band/guard activities with band director
  - 1. Concert band and wind ensemble festivals during spring semester require approximately 3 parent chaperones.
  - 2. Drum line (winter percussion) and winter guard require several chaperones to help with floor and props.
  - 3. Jazz Band requires approximately \_ chaperones
- (viii) Maintains and restocks first aid kit as needed
  - 1. Purchases with receipts will be reimbursed by treasurer
- (ix) Maintains and restocks emergency supply kit
  - 1. Purchases with receipts will be reimbursed by treasurer
- (b) Uniform Chair(s)
  - (i) Responsible for sizing all uniforms, band tee shirts, shoes, hats, etc.
    - 1. Includes alterations.
  - (ii) Organizes uniform racks and hat boxes
    - 1. Labels garment bags, hat boxes with student names
  - (iii) Responsible for cleaning of uniforms
    - 1. Makes arrangements with dry cleaner for delivery and pick up
    - 2. Uniforms returned to racks, ready to wear
    - 3. Recruits parent assistance for alterations, sorting, labeling, dry cleaning as needed
  - (iv) Educates students on proper procedure for changing into and out of uniforms, hanging and care of uniforms and hats
  - (v) Responsible for setting up changing area at field shows as needed.
  - (vi) One chair(s) will be in charge of band uniforms and another chair(s) in charge of guard uniforms
- (c) Hospitality Chair
  - (i) Works with band director before each event to establish water/snack needs
    - 1. Purchases snacks as needed; receipts turned into treasurer
    - 2. For concerts at school, recommend arranging for parents to donate baked goods
      - a. Set up donation jar at concerts
  - (ii) Makes sure water jugs and bottles are filled before each use L Cleans water bottles/jugs as needed
  - (iii) Arranges for pick up of ice from Del Taco before each event
  - (iv) Sets up and cleans up snack area at each event

- (v) Organize freshmen parent's tea with board??
  - (vi) Organize potluck at end of band camp ??
  - (d) Pit Crew Captain
    - (i) Work with band director to establish number of people needed for props, pit, etc.
      - 1. Sets up rehearsal(s) for timing as needed
    - (ii) Supervises loading/unloading of equipment
  - (e) Telephone Chair
    - (i) Recruits people to form telephone committee, each person responsible for about 10 phone calls
    - (ii) Relays information from band director/board about meetings, volunteer needs, concerts, donations, etc. to committee members who in turn relay the information to parents
    - (iii) Verifies information has been received, when necessary, i.e. has committee members report back phone results
  - d) Treasurer
    - (a) Establishes roster for all band/guard students in coordination with band director
    - (b) Sets up billing system for student members during summer, adding students to roster as needed, including 2nd semester band students
    - (c) Along with band director, treasurer, and co-presidents, sets up timeline for collection of Unit Fees .
      - (i) Alternative methods of payment also established for students as needed
      - (ii) Reminders and requests for payment of overdue fees handled confidentially with band director and co-presidents as needed
    - (d) Treasurer to handle all monies, incoming and outgoing.
    - (e) Books are to be prepared twice per year for audit and financial report to the board of directors. .
    - (f) Acknowledges donations promptly with the appropriate form letter for tax deduction in order to maintain non-profit status.
  - e) Parliamentarian
    - i) New position established to maintain bylaws
      - (a) Annual review done in accordance with Non-Profit status and RUSD requirements for booster organizations.
    - ii) Reviews and amends bylaws as needed
      - (a) Files copies with school and district as needed
      - (b) Provides copies for all members of the executive board
    - iii) Refers to Robert's Rules of Order as needed
    - iv) Recommend position be appointed by co-presidents
      - (a) Recommend executive board status
  - f) Secretary
    - i) Records minutes at all board and general meetings
      - (a) Hands out copies of minutes at each board/general meeting
    - ii) Prepares letters concerning band/guard business at the direction of the Board
    - iii) Sends personal notes, i.e. thank you, congratulations, get well, at the request of the Board
    - iv) Notifies board members by phone or e-mail prior to meetings
5. The quorum for a general meeting shall be 25.

## **EXECUTIVE BOARD**

Co-Presidents (1 band parent/1 guard parent)  
1st Vice-President (Membership/Public Relations)  
2nd Vice-President (Ways & Means)  
3<sup>rd</sup> Vice-President (Chaperone/Hospitality)  
Treasurer  
Secretary  
Parliamentarian  
Band Director

## **COMMITTEE CHAIRS**

Under 1st Vice-Pres.

Newsletter Editor  
Publicity

Under 2nd Vice-Pres.

Scrip  
General Account Fundraisers  
Student Account Fundraisers

Under 3<sup>rd</sup> Vice-Pres.

Chaperone  
Uniform  
Hospitality  
Pit Crew Captain  
Telephone